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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3010.1**Effective Date: September 09,
2003Expiration Date: September
09, 2008[Printable Format \(PDF\)](#)

Subject: Strategic Workforce Management Process

Responsible Office: Office of Human Capital Management[| TOC](#) | [Preface](#) | [Chp1](#) | [Chp2](#) | [Chp3](#) | [Chp4](#) | [Chp5](#) | [Chp6](#) | [AppendixA](#) | [ALL](#) |

Preface

P.1 Purpose

To ensure long-term mission success, a key human capital goal of NASA is planning for the optimal utilization of the Agency's human resources, including transitions between project assignments and maintenance of workforce competencies. This goal shall be accomplished through the NASA Strategic Workforce Management Process.

P.1.1 Long-Term Workforce Planning. NASA shall plan for its future workforce requirements as part of its strategic planning and integrated budget development processes. Annually, the Agency shall validate current core competencies, identify the workforce competencies required for future mission success, and provide projections of human resources competencies and quantities for programs and functions 5 years into the future. These projections shall be used to help plan for recruitment, redeployment, training and development, succession, and other human capital management processes. Additionally, NASA shall anticipate and document workforce requirements extending 6 to 10 years into the future.

P.1.2 Project Workforce Transition. NASA shall establish civil service workforce transition practices that allow organizational flexibility in accommodating workforce changes associated with significant project adjustments, such as terminated, newly started, and/or rescope projects. The Agency shall appropriately balance program and project milestone performance, mission capability, Full-Time Equivalent (FTE) levels, workforce competencies, diversity, and employee needs. The Agency shall acknowledge and attempt to ameliorate civil service workforce transitional issues when assigning work and shall maintain a balance between permanent and nonpermanent employment to provide appropriate flexibility in the civil service workforce.

P.1.3 Continual Workforce Renewal. NASA's workforce is its greatest strength. The civil service workforce must be constantly infused with diverse new talent, challenging work, and new learning opportunities. To maintain the skilled workforce required to successfully meet current requirements and timely prepare for future requirements, the Agency goal is to hire at a rate that is approved in the budget, with entry-level hiring constituting at least one-third of full-time permanent hires. For the existing civil service workforce, NASA shall tailor training and development activities that support program and project needs and shall provide work experiences, including opportunities for hands-on work in support of in-house development efforts, where appropriate, that build capabilities necessary to support strategic requirements.

P.1.4 Total Workforce Balance. NASA shall establish and implement workforce strategies to achieve optimal long-term workforce assignment flexibilities, including an appropriate mix of civil service workforce and other workforce components. The civil service workforce shall include a mix of permanent employees, term employees, temporary employees, and other innovative employment arrangements. The contractor workforce and approved partnering arrangements shall also be appropriately integrated into the broader workforce strategy consistent with Federal and Agency policy.

P.2 Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

b. This directive does not apply to the Office of the Inspector General (IG), which has independent authority pertaining to the management of IG human resources under Public Law 95-452.

P.3 Authority

- a. NPD 3010.1, Strategic Workforce Management
- b. 42 U.S.C. 2473 (c)(1), Section 203(c) of the National Aeronautics and Space Act of 1958, as amended.
- c. 5 U.S.C., Parts II and III, Subparts A through G.

P.4 References

- a. NPD 1392.1, Conduct of the NASA Education Program
- b. NPD 3000.1, Management of Human Resources
- c. NPR 3300.3, Appointment of Personnel To/From NASA.
- d. NPD 3310.1, Distinguishing Between Contractor and Civil Service Functions
- e. NPR 3330.1, NASA Career Transition Assistance Program (CTAP)
- f. NPR 3335.1, Internal Placement of NASA Employees
- g. NPR 3351.1, Reduction in Force for NASA Employees
- h. NPD 3410.2, Employee and Organizational Development
- i. NPD 3713.2, Federal Equal Opportunity Programs of NASA
- j. OMB Circular A-11, Preparation, Submission, and Execution of the Budget, dated 2003
- k. OMB Circular A-76, Performance of Commercial Activities, dated 2003
- l. President's Management Agenda, dated 2002

P.5 Cancellation

None.

/s/ Vicki A. Novak
Assistant Administrator for Human Resources

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